



Department of Energy
Washington, DC 20585

JAN 12 2007

TO: PROGRAM RECORDS OFFICIALS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: SHARON A. EVELIN
DIRECTOR, RECORDS MANAGEMENT DIVISION, IM-23

SUBJECT: NUMBERED **MEMORANDUM** RM 2007-04, RECORDS
INITIATIVE IN INTERNAL SCORECARD; ACTIONS DUE
QUARTERLY

The FY 2007 **eGovernment** Internal Scorecard includes an initiative to schedule electronic records in information systems. This initiative supports implementation of Section 207(e) of the E-Government Act of 2002 (see National Archives and Records Administration (NARA) Bulletin 2006-02 and DOE Numbered Memorandum 2006-13). Work must be completed and a response provided to NARA by **N** 2009; however, that date also includes development of disposition schedules where none exist currently. This initiative has been included in the Internal Scorecard to facilitate completion of the requirements. A rating of green, yellow, or red will be provided to each Departmental Element based on progress achieved and a status report submitted quarterly to the Deputy Secretary.

N 2007 first quarter (October-December 2006) requirements included identification of major information systems that contain electronic records and applicable disposition schedules and item numbers. The second quarter (January-March 2007) requirements call for finalizing all tasks associated with **identifying** schedules for major information systems, and identification of one-third of all other information systems that contain electronic records and applicable disposition schedules **or** submission of a plan outlining the number of systems that remain to be addressed and a process and **timeline** for completing the work. Requirements also include identification of systems for which no disposition schedules can be located. Third quarter (April-June 2007) and fourth quarter (July-September 2007) actions include completion of the remaining two-thirds of **information** systems, applicable disposition schedules and items numbers **or** status of tasks identified in the work plan submitted in the second quarter. Requirements also include identification of systems for which no disposition schedules can be located and, for the fourth quarter, a listing of all systems that contain vital and potentially permanent records.



Program Records Officials and, where applicable, Records Management Field Officers are asked to work with their organization's Information Technology (IT) Council representative or IT point-of-contact to identify information systems and system owners, and to complete the requirements outlined in the paragraph above. A copy of the scorecard criteria for the second quarter, a template for reporting, and a listing of IT Council members by organization are attached for your information and action. We will schedule a teleconference in the near future to answer any concerns you may have regarding this initiative.

Please address any questions to **Lorretta Bryant** at **301-903-2164** or to me at **301-903-3455**.

3 Attachments